

MUSEUM EDUCATION CURATOR

DEFINITION: Under direction performs work of considerable difficulty in performing administrative and developmental functions to market and implement a broad range of cultural education programs for both children and adults; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, develops, implements, and manages educational programs and activities for museum; reviews and edits educational content of all material designed for technical, informational and aesthetic qualities with appropriate cultural sensitivity; prepares audio-visual programs; works with and involves teachers and education professionals in the development and preparation of teaching materials for use in the classroom and the museum galleries.

Establishes and interprets exhibitions through guided tours, and presentations; markets programs by sending out and providing promotional information and conducting presentations; makes presentations to groups within the museum and at schools; participates in exhibition planning and installation team; attends meetings, conferences, seminars, and special events.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo culture, history, and language.
Knowledge of the principles and practices of developing public education programs.
Knowledge of the principles and practices of museum administration.
Knowledge of the work performed by museum curators.
Knowledge of anthropology, history, social studies and related fields.
Skill in operating standard office equipment (e.g. photocopier, facsimile, telephone, computer, calculator, etc.)
Skill in interacting with teaching professionals.
Skill in interacting with school age children.
Skill in oral and written communications.
Skill in teaching students and professional teachers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Anthropology, Museum Science, Curatorial Science, Social Studies, or closely related field; and three (3) years experience in museum management, curatorial administration or research, one (1) year of which must have been in educational development and management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.